

Attachment 4: Customer Confirmation Letter

The customer confirmation letters support the DFAS Client Executives' letters to the Service Comptrollers and Directors of the Defense Agencies. Please work with your customers to ensure that a person at the appropriate level in his/her organization signs the confirmation letter. Two examples of the appropriate signature level are Mr. Argodale, Deputy Assistant Secretary of the Army (Financial Operations); and Mr. Easton, Director, Navy Office of Financial Operations.

The letter below provides the format for the customer confirmation letter. If you have any questions, please contact Christian Mazzarella at 317-510-2569 or by email at christian.mazzarella@dfas.mil.

MEMORANDUM FOR (Use only the addressee(s) that apply)
DIRECTOR, ACCOUNTING SERVICES
DIRECTOR, ACCOUNTING SERVICES, AIR FORCE
DIRECTOR, ACCOUNTING SERVICES, ARMY
DIRECTOR, ACCOUNTING SERVICES, DEFENSE AGENCIES
DIRECTOR, ACCOUNTING SERVICES, MARINE CORPS
DIRECTOR, ACCOUNTING SERVICES, NAVY

SUBJECT: [Entity's] Confirmation of the Financial Statements for the Period Ended
September 30, 2005

This letter accompanies, and is an integral part of, the [entity's] final audited/unaudited financial statements and note schedules for the period ended September 30, 2005.

We have reviewed the audited/unaudited financial statements and notes for [Entity]. Jointly, with our service provider, we completed the associated checklists for all financial statements and notes. The review revealed no material errors or omissions. We [concur/do not concur] that the information that [entity] submitted to the [Director of the Accounting Services Network] is accurately reflected in the financial statements and note schedules.

(The following paragraph should be included if the Entity does not concur in the above paragraph. Identify all material errors and omissions that prevent concurrence.)

[Entity] does not concur because the following items are materially misstated and cannot be corrected because:

- a.
- b.

My point of contact is [name], who can be contacted at [phone number] or by electronic mail at [e-mail address].

[Signature and Signature Block]

(The signature block and signature should be an executive at the Financial Management Executive level or higher.)